

Classification Review Procedure

CRP 79-34

REF: CRP 79-18

Discrepancies in Review Action

1. CRP 79-18 states in part --- "A computer run will be made at monthly intervals to flag discrepancies in review action on identical documents. Reviewers will be assigned to re-check the documents in question, make the appropriate changes on those determined to be in error, and complete new 4023A forms reflecting the changes." This Classification Review Procedure deals specifically with Division operating procedures to resolve review discrepancies and implement corrections.
2. Per agreement with DARE system analysts, henceforth, the Information Control Assistant/CRD will key into the computer a requirement to produce the run flagging discrepancies as of the first working day of the month. On receipt of the run in CRD (next day), it will be forwarded to the Branch Chiefs in the following order: NFAC, S&T, DO, and DA, who will be responsible for clearing discrepancies in their respective directorate's materials, as reflected in the OPI field of the document showing the discrepancy. In case two different OPIs are listed for the same document involving two directorates, the first Branch Chief cognizant of one of the numbers will take action to resolve the discrepancy. It is essential that discrepancies be cleared promptly and the machine run passed to the next Branch Chief promptly.
3. By the 30th of each month, Branch Chiefs will report to Chief, CRD in writing the status of review discrepancies appearing in the machine run for the previous month.

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